

Hall of Records  
CommissionTEST FOR RECORDS RETENTION SCHEDULE  
To be Submitted to the Records Management Division  
Hall of Records CommissionSCHEDULE  
NO. C-32PAGE  
NO. 1.

1. Requesting Agency

CARROLL COUNTY

2. Division or Bureau of Requesting Agency

CLERK OF CIRCUIT COURT

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
1.	<p><u>GENERAL CORRESPONDENCE</u></p> <p>Quantity: <math>\frac{1}{2}</math> cubic foot Dates: 1949 - - File Arrangement: Alphabetical Annual Accumulation: Less than <math>\frac{1}{2}</math> cubic foot Disposable Amount: Less than <math>\frac{1}{4}</math> cubic foot</p> <p>Correspondence with individuals, private firms, various state and county agencies, etc., concerned with the functions of the Clerk's office.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.</p>	APPROVED HALL OF RECORDS COMMISSION
2.	<p><u>LICENSES</u></p> <p>Quantity: 20 cubic feet Dates: 1935 - - File Arrangement: Chronological Annual Accumulation: 2 cubic feet Disposable Amount: 15 cubic feet Audited by: State Indexed: (Index to business licenses only). Alphabetical</p> <p>Applications for and stub records and carbon copies of the following annual licenses issued by the Clerk of Court:</p>	

7. Agency, Division or Bureau Representative

*Erman A. Shoemaker*  
Signature*Clerk of Circuit Court*  
Title*Aug. 6, 1955*  
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

*Sept. 9, 1955*  
Date*Merrill S. Randolph*  
Archivist*SEP 13 1955*  
Date*McCluskey*  
Secretary

**REQUEST FOR RECORDS RETENTION SCHEDULE**  
(Continuation Sheet)

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PAGE  
NO. 2.

Item  
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

Amusement	Laundry
Beer, Wine, and Liquor	Moving Picture Show
Billiard Table	Music Box
Bowling Alley	Pin Ball
Carnival	Plumbers and Gasfitters
Chain Store	Restaurant or Eating Place
Cigarette	Show
Circus	Soda Water Fountain
Cleaning, Dyeing & Pressing	Theatre
Construction Firm or Company	Trader
Crabbers	Vending Machine
Garage	
Huckster	
Hunting	

A record of all licenses issued, except Hunting and Fishing licenses, is recorded in the permanent License Record Books. Total amounts received for licenses are recorded in the Daily Receipts and Disbursements Book, which is the permanent financial record of the Clerk's office.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

3. RECEIPT BOOKS

Quantity: 42 cubic feet  
Dates: 1932 - -  
File Arrangement: Chronological  
Annual Accumulation: 2 cubic feet  
Disposable Amount: 36 cubic feet  
Audited by: State

These pre-numbered receipts are used in receipting for any money received by the Clerk's office. All receipts are prepared in duplicate, the original going to the payor, and the copy remaining in the receipt book. Total amounts of receipted transactions are recorded in the Daily Receipts and Disbursements Book, which is the permanent financial record of the Clerk's office.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

4. ADMINISTRATIVE ACCOUNTING RECORDS

Quantity: 34 cubic feet  
Dates: 1898 - -  
File Arrangement: By fiscal years  
Annual Accumulation: 1 cubic foot  
Disposable Amount: 31 cubic feet  
Audited by: State

APPROVED BY  
BOARD OF PUBLIC WORKS  
SEP 13 1955  
Date \_\_\_\_\_  
*McLuskey*  
Secretary

APPROVED  
HALL OF RECORDS COMMISSION

**REQUEST FOR RECORDS RETENTION SCHEDULE**  
(Continuation Sheet)

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4.  
Item  
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation  
of Hall of Records  
and Board of Public  
Works.

This item includes the following accounting records, used as supporting data to the permanent final book of entry, the Daily Receipts and Disbursements Book:

Paid invoices and bills for office supplies and services connected with the operation of the Clerk's office.

Banking records, including check stubs, canceled checks, bank statements, deposit slips, and bank books.

Copies of monthly and annual reports to the State Comptroller.

Copies of payrolls and supporting documents sent to the State Employee's Retirement System.

Receipts given to the Clerk of Court.

Warrants from the State Treasurer.

Correspondence with the State Comptroller and other State agencies relating to fiscal matters.

**RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.**

APPROVED  
HALL OF RECORDS COMMISSION

APPROVED  
BOARD OF PUBLIC WORKS  
Date... **Oct. 13, 1955**

*[Signature]*  
SECRETARY